



Priory Hotel and Garden Restaurant

Application for Employment

Full Name Mr/Mrs/Miss/Ms			
Address			
Home telephone Number			
Mobile number			
Do you need a permit to take up employment in the UK?		Yes / No	
Do you speak any foreign languages		Yes / No	
If yes, which ones?			
Date of Birth			
National Insurance number			
Marital Status		No of Dependents	
Domestic Status (i.e.: home owner)			
Do you have a driving licence?	Yes / No	Do you have any endorsements on your driving licence?	
Are you a Car owner?	Yes / No	Yes / No	
Please name a person we could contact in case of emergency			
Name			
Telephone number			
Relationship			
Which position have you applied for?			
Where did you hear about the position?			
Are you looking for a Full or Part time job?			
When are you available to commence your employment (what is your notice period)?			
Expected pay (hourly / salary)			
Have you previously worked for the company?		Yes / No	
If yes- in what position and when			
Do you have any relations who used to or currently work for us?		Yes / No	
If yes- state name and relationship			

Education

From	Until	School / College	Examinations
Additional Qualifications / List membership of professional organisations			

General Health

Do you have any current or recurring medical conditions (e.g.: asthma, diabetes, epilepsy, dermatitis) which may affect your work? If so please give details
Have you been admitted to hospital in the past two years? If so please give details
Are you registered disabled YES / NO If yes please give number
Have you ever claimed for industrial Injury If yes please give details
When were your eyes last tested?

Career History
Starting with your current job please give details of your last three positions

Company name	
Company address	
Telephone number	
Job title	
Duties & responsibilities	
Date from	Until
Reason for leaving	

Company name	
Company address	
Telephone number	
Job title	
Duties & responsibilities	
Date from	Until
Reason for leaving	

Company name	
Company address	
Telephone number	
Job title	
Duties & responsibilities	
Date from	Until
Reason for leaving	

Please summarise any experiences, personal qualities or qualifications which you feel would benefit you and us in the role which you have applied for

What are your hobbies and interests

References - Please provide a referee from your current or previous employer and tick if you do not want us to contact them before an offer is made.

Name	Name
Address	Address
Telephone number	Telephone number
Occupation	Occupation

Declaration

I confirm the information contained in this application is correct and that any false information may disqualify me from employment or render me liable for dismissal

Signed _____

Date _____

Official Use only

Interviewer:

Date of Interview:

Position interviewed for:

Decision: Reject 2nd Interview Offer

If rejection give reasons:

References : Very Good Good Date Sent? Poor No Reply
Response?

Offer Letter sent? YES / NO

Rate of Pay:

Start Date:

Job Title :

Signed:

Under the Asylum and Immigration Act 1996 section 8, it is a criminal offence to employ a person who is not entitled to work. The fine for employing such a person is £5000

To avoid committing a criminal offence under Section 8 of the AIA 1996 an employer must do the following checks on all new employees before that date.

The employer must check and keep a copy of the following documents :-

List 1

- a) A British Passport;
- b) Documents or residence permit indicating an employee is an EEA national;
- c) Passport or document endorsed to say person can stay indefinitely in the UK;
- d) Passport or travel document endorsed to show person has permission to do type of work being offered;
- e) An application registration card issued by the Home Office to an asylum seeker stating they can take employment.

List 2 - covers a combination of documents.

Either:

- a) A national insurance number;

Plus

- b)
 - i. A full birth certificate;
 - ii. Certificate of registration or naturalisation;
 - iii. A letter issued by the Home Office indicating that the person named can stay indefinitely in the UK;
 - iv. A letter issued by the Home Office indicating that they are allowed to do the type of work being offered;

- c) A work permit

Plus an endorsed passport or letter saying person can take work permit employment in question.